



Chief, Intelligence School

16 August 1957

Chief, Reading Improvement

Study of the Readability of Memoranda in the DD/I Offices

1. Attached is a Staff Study on the readability of informal correspondence in the DD/I Offices. For your information, the history of the inquiry about readability is as follows:

a. In an interview with me on 24 Jan. 1956, the DCI asked me to submit suggestions to improve the readability of Agency memoranda.

b. I wrote brief comments which were forwarded to the DCI on 26 March 1956.

c. The paper was sent to the DD/I for comment. [redacted] recommended that we establish more thorough principles to improve writing.

d. To help us adapt specific recommendations to current practices, [redacted] addressed a memo dated 13 November 1956 to the AD's of the 7 DD/I Offices, asking each AD to designate someone to inform us about the correspondence situation in his office.

e. The AD's designated representatives, who gave us the information we requested. The Staff Study incorporates our analysis of the information.

2. If you approve the Staff Study, please forward it to [redacted].

3. [redacted] advice and assistance have been invaluable to me in conducting the study.

SIGNED

[redacted]

Training

57/11-5-329

UNCLASSIFIED

Approved For Release 2003/06/26 : CIA-RDP80B01676R004300180036-9

~~CONFIDENTIAL~~

SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

DD/I

TELEPHONE

NO.

DATE

14 Oct 1957

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. DCI		10/14/57		gpc J JEC		Forwarded herewith, at author's request, is copy of "Study of the Readability of Memoranda in the DD/I Offices" by [] Office of Training.
3. ER			10/22	rbw		Memo immediately under this routing sheet gives origin of study as conversation with you on 24 Jan 1956.
5.						[] conclusions begin on page 6 of her study, her recommendations on page 7; annexes have details on methods of the study and on findings for individual DD/I Offices.
7.						[] recommendations are currently being considered by the AD's of the DD/I Offices.
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Approved For Release 2003/06/26 : CIA-RDP80B01676R004300180036-9

FORM NO. 1 APR 55

610

REPLACES FORM 51-10 WHICH MAY BE USED.

SECRET

CONFIDENTIAL

UNCLASSIFIED